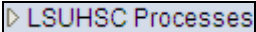
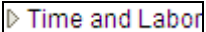

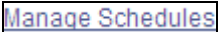

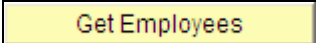


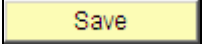


Manage Schedules

Step	Action
1.	Click the LSUHSC Processes link. 
2.	Click the Time and Labor link. 
3.	Click the Use link. 
4.	Click the Manage Schedules link. 
5.	Click the Collapse Menu button. 
6.	To retrieve employee schedule information, you can fill in any field shown above. It is recommended to use Emp ID or Department number. To enter a department correctly, you must preface it with SH + 7 digit number; ie., SH1651700. Enter the desired information into the Emplid field. Enter a valid value e.g. " 0101596 ".
7.	Click the Get Employees button. 
8.	Scenario: Mr. Kent scheduled is changed to take off on Monday 11/30/09 and work on Thursday 12/3/09. Advance to the Week beginning 11/30/09, Enter the date and Click the refresh button.
9.	Click the 8.5 Hours link. 
10.	Click the Off Shift option. 
11.	Click the Save button. 
12.	End of Procedure.